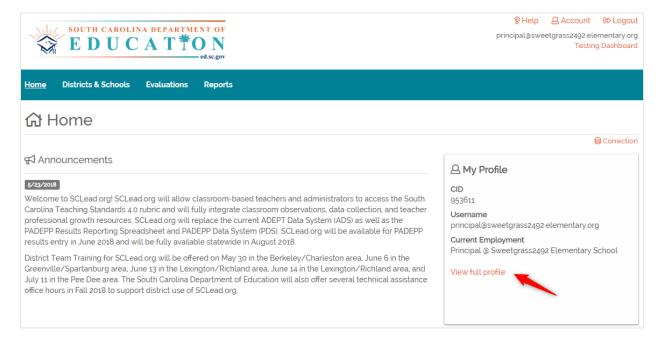
## PADEPP - Principal Completion of Professional Development Plan

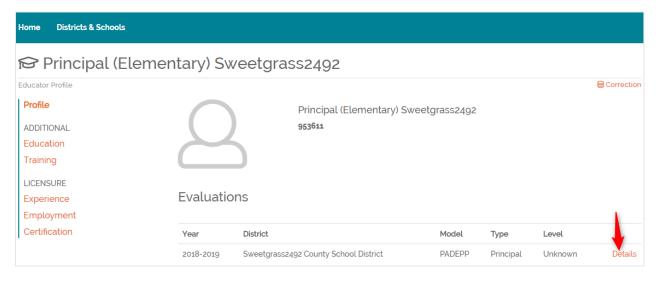
A principal will record his/her smart goal(s) into the Principal Professional Development Plan form of the PADEPP evaluation in SCLead.org. A principal can enter up to three SMART goals for the year. The goals should address Principal's strengths and weaknesses, including all performance standards rated the previous year as below "Proficient", District strategic or school renewal plan goals, and Student growth goals. The principal and evaluator will sign at orientation, Mid-Year conference and End-of-Year conference.

This guide provides steps for completion of the Principal Professional Development Plan.

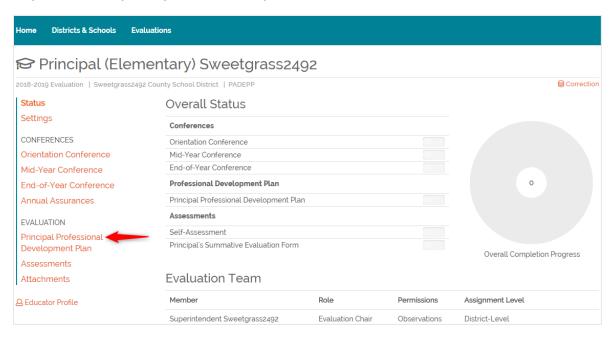
Step 1: To access your evaluation, click *View full profile* in the *My Profile* section of the home page.



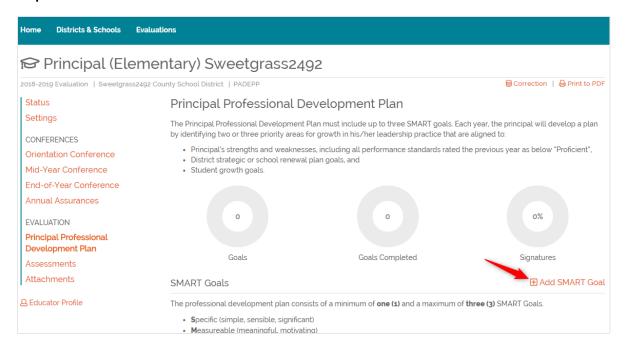
**Step 2**: Click *Details* for the current year evaluation record.



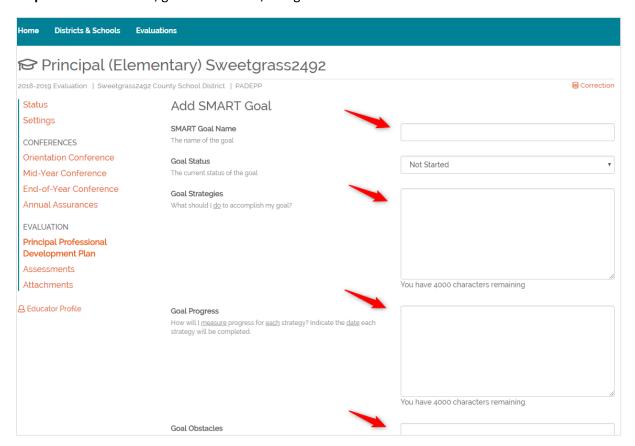
Step 3: Click Principal Professional Development Plan.



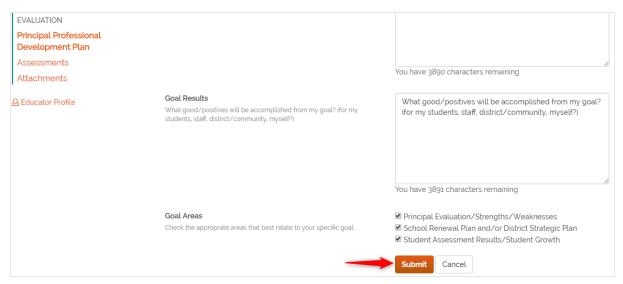
## Step 4: Click Add SMART Goal.



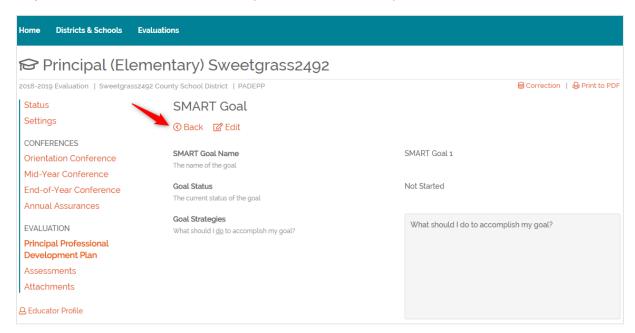
**Step 5**: Enter the Name, goal information, and goal areas.



Step 6: Once goal information has been added, click Submit to save your goal.

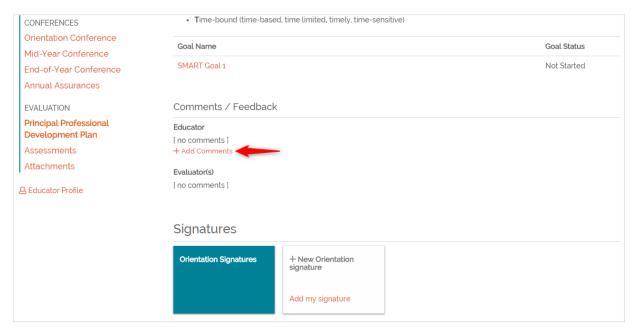


**Step 7**: Click *Back* to return to the Principal Professional Development Plan form.



If additional SMART Goals are needed, repeat steps 4 – 7. Once all goals have been entered, proceed to Step 8.

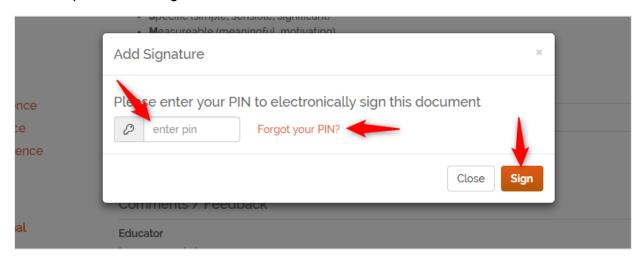
**Step 8**. Click **Add Comments** if you would like to add any overall comments for the Principal Professional Development Plan. Comments can be added throughout the year, as desired.



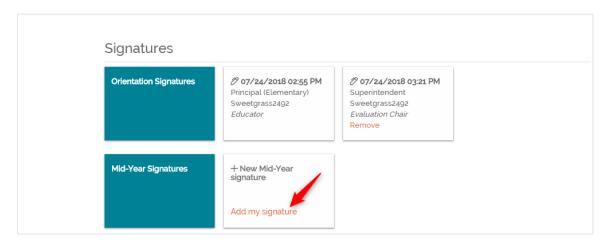
**Step 9**: Once the orientation conference has occurred and the SMART goals have been reviewed/approved, click *Add my signature*.



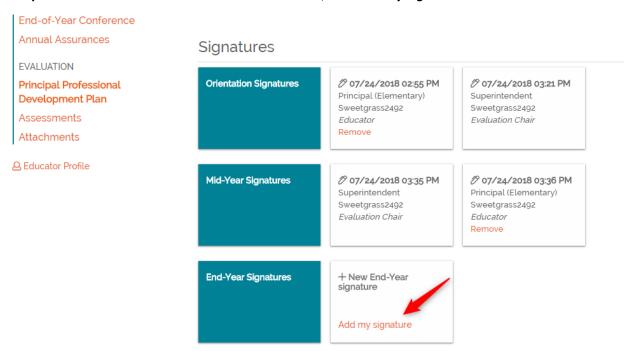
**Step 10**: Enter your *PIN* in the PIN entry box. If you do not remember your PIN, click *Forgot your PIN?* and the system will show your PIN. Click *Sign*.



**Step 11**: Once the Mid-Year Conference occurs, click *Add my signature*.



Step 12: Once End-of-Year Conference has occurred, click Add my signature.



 ${\it Contact SCLead.org support if you have problems accessing or completing the {\it Principal Professional Development Plan.}}$ 

1-877-314-1412 or www.sclead.org/Help/Support.